



Marketing & Development Assistant Internship Summer 2022

Organization Description:

Drayton Entertainment is a registered, not-for-profit charitable organization and one of Canada's most successful professional theatre companies. The company presents live theatre on seven unique stages, at six venues, in five communities across Ontario: the Drayton Festival Theatre in Drayton, Huron Country Playhouse in Grand Bend, King's Wharf Theatre in Penetanguishene, St. Jacobs Country Playhouse and St. Jacobs Schoolhouse Theatre in St. Jacobs, and the Hamilton Family Theatre Cambridge.

Function:

- This is a paid intern position.
- This position is 35 hours per week at a rate of \$16.00 per hour.
- This position may perform work duties at any of three Drayton Entertainment venues:
 - *Hamilton Family Theatre Cambridge*
 - *St. Jacobs Country Playhouse*
 - *Drayton Festival Theatre*
- This position requires a valid driver's license and access to a vehicle.

This position provides support to any and all tasks related to the marketing of live theatre productions including, but not limited to multiple aspects of the following:

- Researching shows and artists.
- Writing marketing copy for productions and events.
- Creating social media content for Facebook, Twitter, YouTube, and Instagram.
- Assisting with Opening Nights.
- Promoting Drayton Entertainment at local community events and festivals.
- Assisting the Facility Manager and House Manager with Front of House duties.
- Assisting with brochure/print material pick-ups and distribution.
- Updating the website, booking tickets, filing, and other administrative duties as assigned.

Required Skills

The successful candidate must have a passion for theatre and an intense desire to promote arts and culture. Occasional evening and weekend work is required with advance notice. Other qualifications include:

- Excellent telephone and customer service skills.
- Previous customer service experience, confident attitude, and professional demeanour.
- Knowledge of social media platforms.
- Strong writing and editing skills with particular attention to accurate spelling and grammar.

- Knowledge of theatre and the performing arts industry is an asset.

This position is made possible through the Canada Summer Jobs Program. Interested applicants must be between the ages of 15 and 30.

Individuals required to work onsite must provide proof of COVID-19 vaccination in accordance with Drayton Entertainment's COVID-19 Vaccination Policy. Accommodations may be requested due to medical exemption.

For consideration, interested candidates should send a cover letter and resume by email to: Jonathan Randall, Director of Marketing & Development, Drayton Entertainment:
jonathan@draytonentertainment.com

Please indicate the job title you are applying for in the subject line of your application.

Drayton Entertainment is committed to inclusion and diversity in hiring, and encourages all qualified candidates to apply. Drayton Entertainment is committed to providing employees with a barrier free work environment that is free of discrimination and harassment. Accommodations are available on request for candidates taking part in all aspects of the selection process.